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1 FUNCTIONALITY

1.1 INTRODUCTION

This manual explains how BSC staff involved in a project can access their timesheets to record the hours worked, as well as the meaning of each item listed on the timesheet.

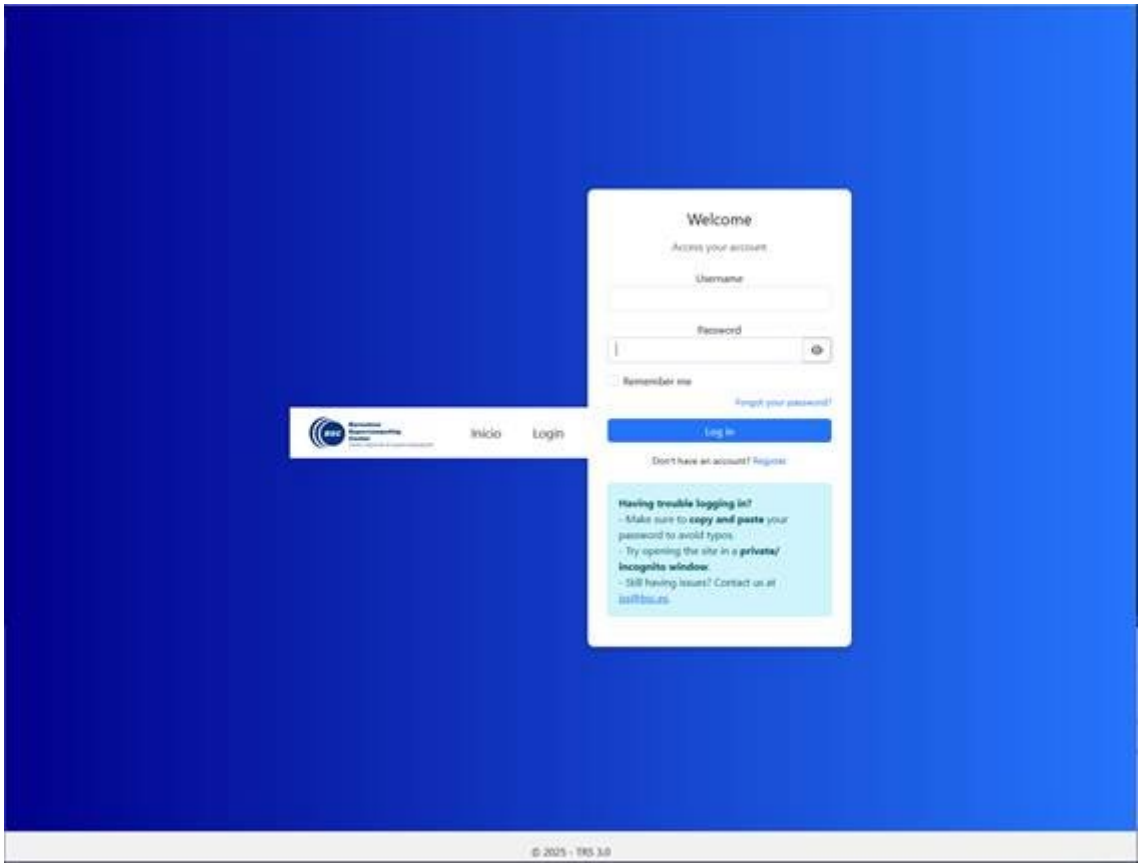
If this is your first time using the platform, please follow the next steps:

First Login

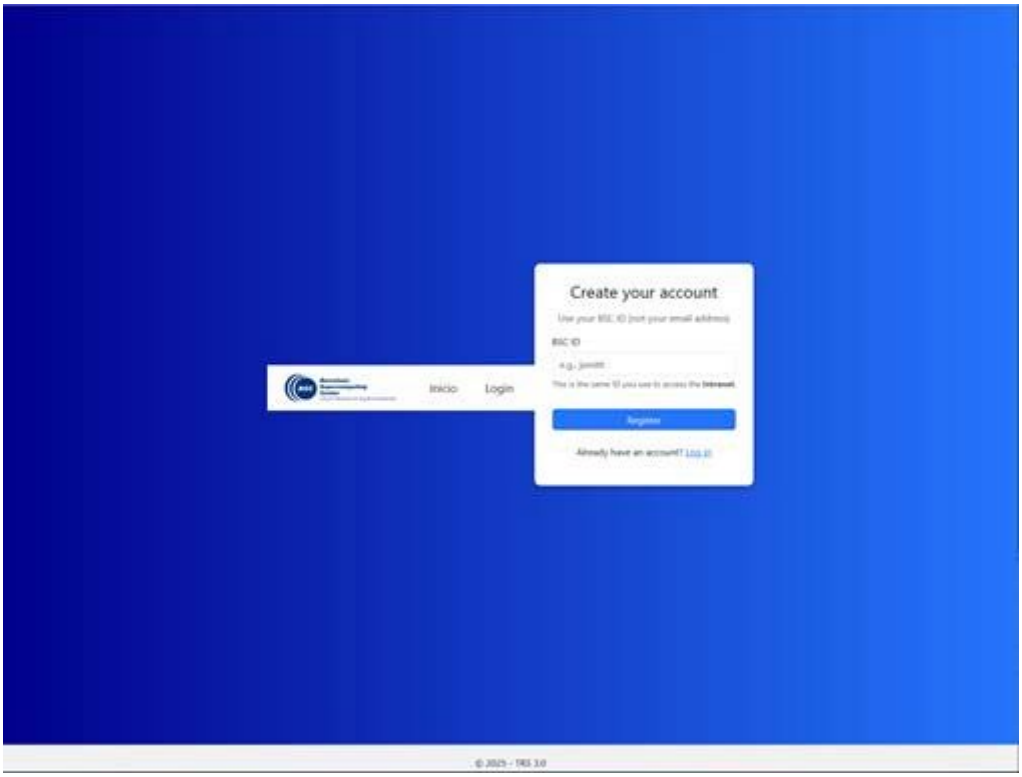
Link: https://opstrs03.bsc.es/Account/Login

Step-by-step instructions:

1. Go to the login page:
   You'll see the option *"Don't have an account? Register"* under the login form.



2. **Click on "Register".**
   This will take you to the *Create your account* page.



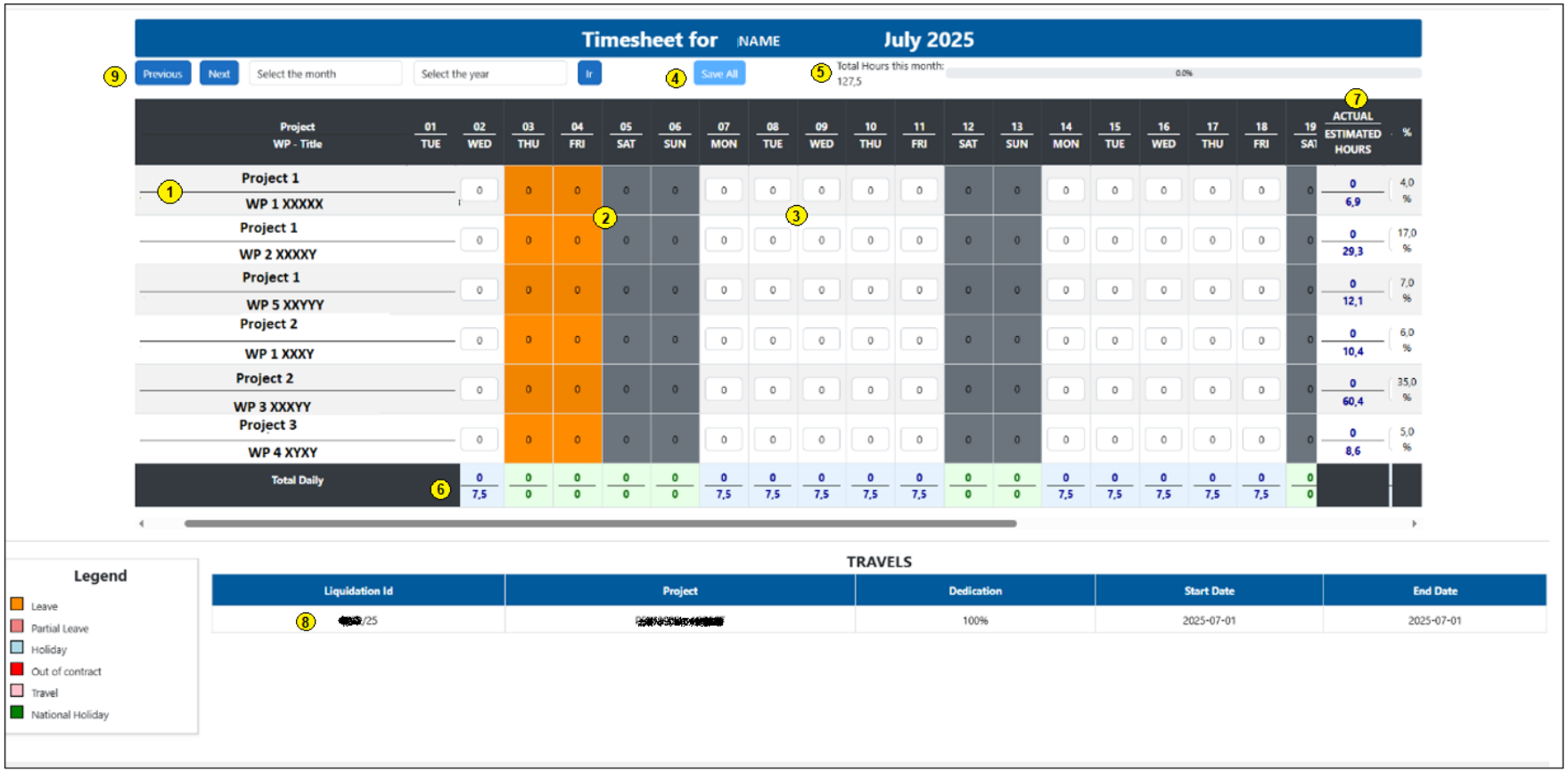
3. **Enter your BSC ID** (e.g., jsmith) — **not your email address** — and click **Register**.
4. **Check your email.**
   You will receive a message containing your temporary password.
5. **Return to the login page**, enter your **BSC ID** and the **password received**, and click **Log in**.

If you don't receive the email within a few minutes, please check your spam folder.
Still no email? Contact the TRS support team at iss@bsc.es.

1.2 Overview of the Timesheet and Its Key Components

After logging into TRS, your timesheet for the current month will be displayed by default. You can navigate between months using the top menu.

(screenshot 1)

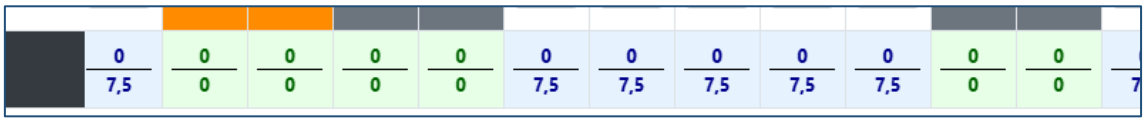


① *The list of projects and Work Packages in which you're involved in.*
② *Days in which you can't report hours (leaves, weekends, holidays,…)*
③ *Days in which you must report hours.*
④ *Save the entered data and view the system's calculations.*
⑤ *Monthly progress will be displayed here (only saved data is visible).*
⑥ *Daily progress will be displayed here (only saved data is visible).*
⑦ *Work Package (WP) progress will be displayed here (only saved data is visible). Below, you can also see the estimated effort planned by researchers and their managers, in collaboration with the Finance Project Manager.*
⑧ *Details of the travels during the month.*
⑨ *Navigation between months or directly to a specific month.*

In your timesheet, you can enter your working hours on regular workdays. (For full-time contracts, the standard working day is 7.5 hours. For part-time contracts, the number of working hours is calculated proportionally based on the percentage specified in the contract.)

At the bottom of each day's column, you can see the number of working hours assigned for that day. These hours already account for any applicable work reductions.

Saturdays, Sundays, sick leave, vacation days, and public holidays are non-editable and will be displayed as 0 hours. (screenshot 2)



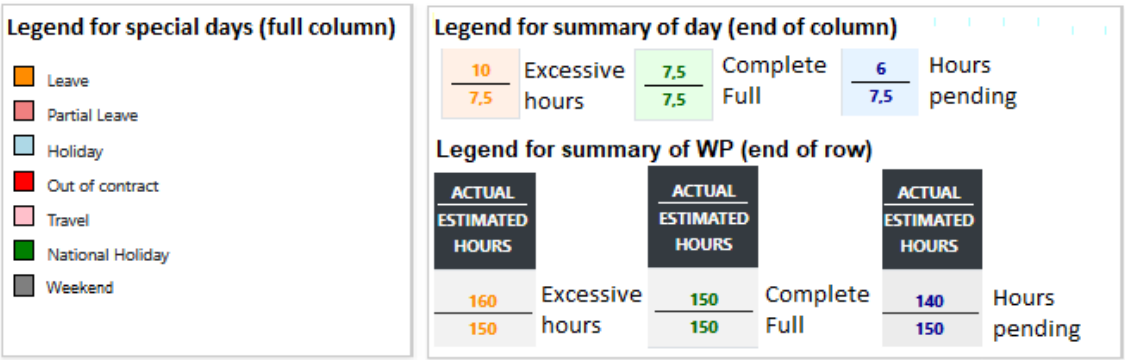
(screenshot 2)

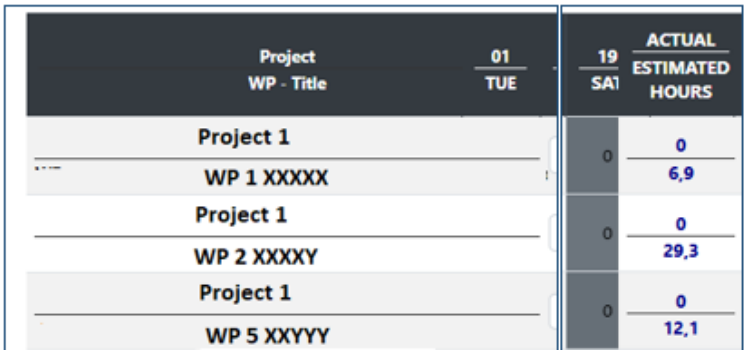
Hours are distributed across the different projects and their respective Work Packages (WPs) based on the effort planned jointly by the researchers and their managers, in collaboration with the Finance Project Manager.

The planned effort is converted into an estimated number of hours for the month. Therefore, if a person does not work full-time on all workdays—due to leave, vacation, or a reduced-hours contract— the total available hours for that month will be lower.

Due to rounding, the total estimated hours may be slightly higher or lower than the actual number of working hours in the month, which is why the term 'estimated' is used. (screenshot 3)

Please note that this is an initial estimation; if the actual effort based on the work performed differs from the planned allocation, the hours must be adjusted accordingly. In such cases, you should contact both the Finance Project Manager and your direct manager to ensure the timesheet reflects the correct distribution.





(screenshot 3)

1.3 How to Complete the Timesheet

You may complete or update your timesheet up to the current date. Entries for future dates are not allowed. Past dates can be updated as long as the corresponding project has not been blocked by the Finance Projects team.

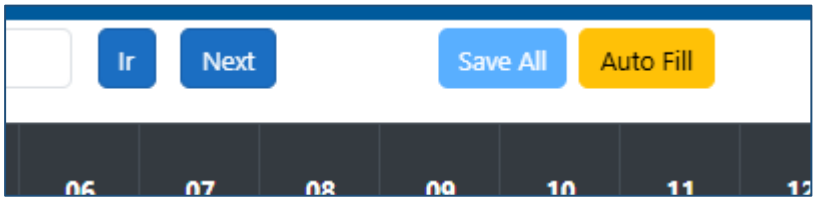
Please record your hours using decimal values ending in .0 or .5, unless your part-time schedule requires different increments.

Please remember to click the "**Save All**" button; otherwise, your hours will not be recorded. (screenshot 5)

1.3.1 Auto-Fill Feature

If you have only one Work Package (WP) assigned for the month and it has already ended, the "**Auto Fill**" button will be displayed. Clicking this button will automatically populate the timesheet for the entire month with the corresponding hours. You must still click "**Save All**" to confirm and submit the data.

If the "Auto Fill" button does not appear, it is likely because the month is current or in the future, or because you have more than one active WP. In these cases, hours must be entered manually. (screenshot 4)

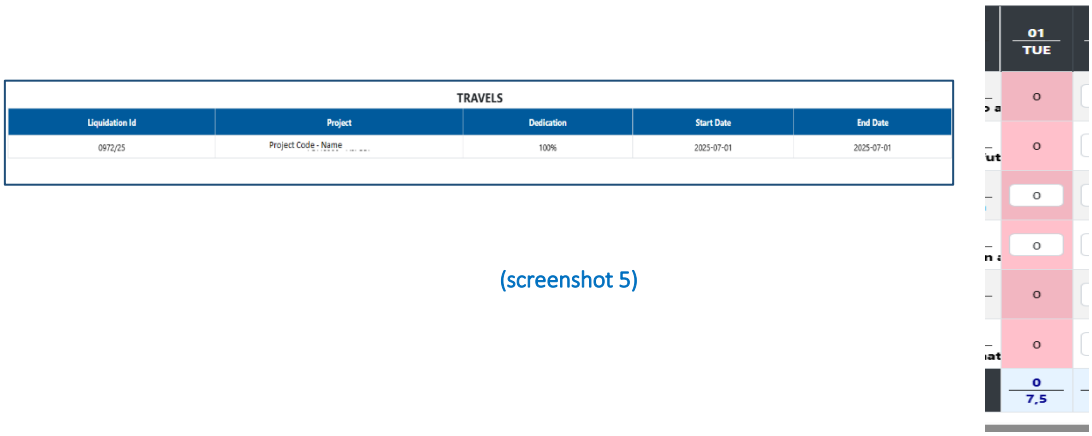


(screenshot 4)

1.4 Recording Travel Time

When a person travels, up to two projects may be assigned to that trip in SAP. By entering this information into TRS (SAP -> TRS), a minimum effort is automatically allocated to each associated project for the duration of the trip. These trips are listed in the Timesheet. (screenshot 5)

It is important to note the dedication value, which indicates the proportion of the trip attributed to each project. Researchers do not need to take any action regarding this data, as it has already been considered for the distribution of effort. When completing the Timesheet, entries related to these trips can only be made under the corresponding project(s) assigned to the trip.



TRAVELS

Liquidation Id	Project	Dedication	Start Date	End Date
0972/25	Project Code - Name	100%	2025-07-01	2025-07-01

(screenshot 5)

1.5 Saving Your Timesheet

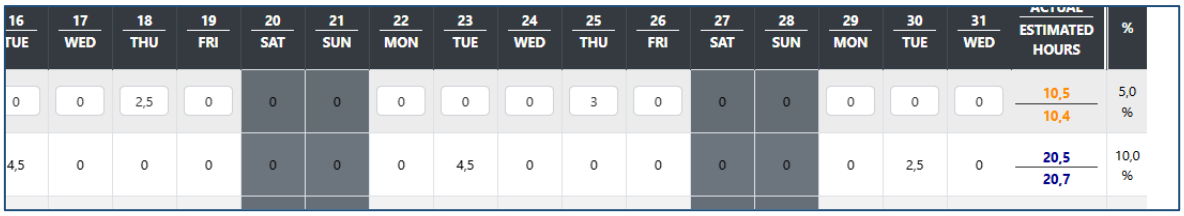
To save your changes, click the "**Save All**" button. (screenshot 4)

The system does not save automatically. Clicking this button serves as confirmation of the data entered by the user.

1.6 Blocked Projects

The Finance Projects team can lock a person's projects for a specific month or months. This allows them to finalize the recorded hours and generate the necessary PDF reports for the audits of the projects. (screenshot 6)

If you need to update a blocked month, please contact the Finance Projects team.



16 TUE	17 WED	18 THU	19 FRI	20 SAT	21 SUN	22 MON	23 TUE	24 WED	25 THU	26 FRI	27 SAT	28 SUN	29 MON	30 TUE	31 WED	ACTUAL / ESTIMATED HOURS	%
0	0	2,5	0	0	0	0	0	0	3	0	0	0	0	0	0	10,5 / 10,4	5,0 %
4,5	0	0	0	0	0	0	4,5	0	0	0	0	0	0	2,5	0	20,5 / 20,7	10,0 %

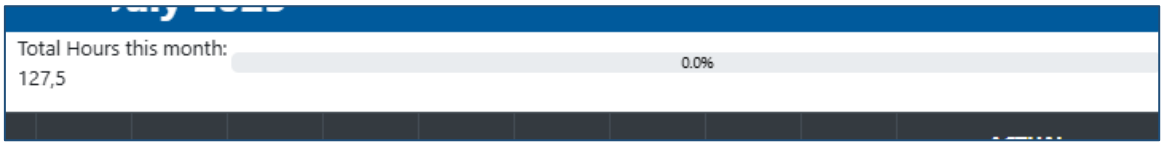
(screenshot 6)

1.7 Hours that should not have been filled

When vacation or sick leave is entered late into the system and hours have already been recorded for those days—or when a trip is added after time has been allocated to other projects, those hours will remain editable so they can be adjusted (e.g., reset to zero if needed).

1.8 Total Hours

The user's total number of hours for the month is indicated by this point, accounting for their workday and any sick or vacation time. An adjacent bar displays the percentage of these total hours that have already been recorded in the timesheet. (screenshot 7)



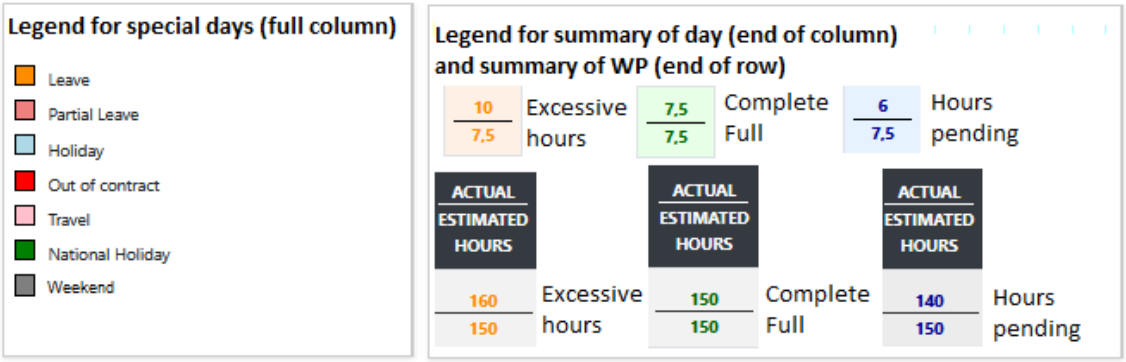
(screenshot 7)

1.9 Legend

Color Indicators

The legend explains the meaning of each color used to represent the status of a day on the timesheet and what it corresponds to. (screenshot 8)

Cells for future dates are greyed out and cannot be edited.



(screenshot 8)

2 Issues to be Solved

If you encounter any issues, they will be handled either by ISS or Finance Projects, depending on the nature of the problem.

2.1 Technical Issues (ISS)

If you encounter technical issues, please contact ISS. Common types of issues include:

- **Access issues:** The website does not load even when you are in the office or with the VPN connected. You cannot register or login fails.
- **Execution errors:** The website displays an error when loading your timesheet or saving data.

ISS Team:

General ISS email contact - iss@bsc.es

2.2 Project Effort Assignment Issues (Finance Projects and Manager)

If you experience any issues with your project effort assignment, please contact Finance Projects and your Manager. Common types of issues include:

- Unassigned timesheet: When you open your timesheet and no projects are assigned. Finance Projects must assign the projects and distribute your effort accordingly.
- Unusual or incomplete assignments: If you have questions about the projects assigned to you or notice that your monthly effort has not been fully allocated, please reach out to Finance Projects.
- Non-editable project: If a project in your timesheet appears locked or non-editable, it means Finance Projects has blocked it for you. Please contact them for assistance.

Finance Projects Team:

CASE Department - financeprojects-case@bsc.es

Computer Sc. Department - financeprojects-cs@bsc.es

Directors Department - financeprojects-dir@bsc.es

Earth Sc. Department - financeprojects-es@bsc.es

Life Sc. Department - financeprojects-life@bsc.es

Operations Department - financeprojects-op@bsc.es

General FP email contact - financeprojects@bsc.es

3 ANNEX 1: FAQ´S

1) What is my password to access TRS 3.0?

If this is your first time accessing the system, you must register. If you do not remember your password, request a password reminder.

2) Can I enter hours for future days?

No, the system only allows you to enter hours for the current day and past days.

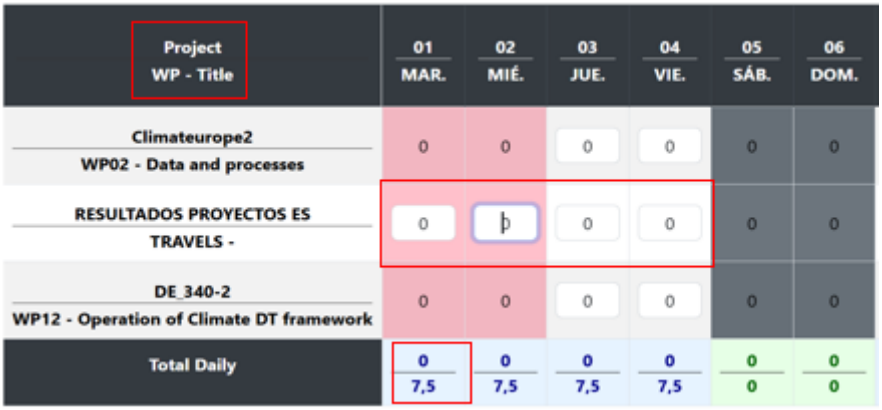
3) Can I digitally sign the timesheets?

No, the signature process remains unchanged. Both the researcher and their supervisor must hand-sign the printed timesheets when requested by Finance Projects.

4) How many hours should I allocate to projects when I am on a trip?

The total number of hours must be allocated to the project that required the trip on the indicated days.

When traveling, only the project related to the trip can be filled in; all other projects will be blocked on those days.



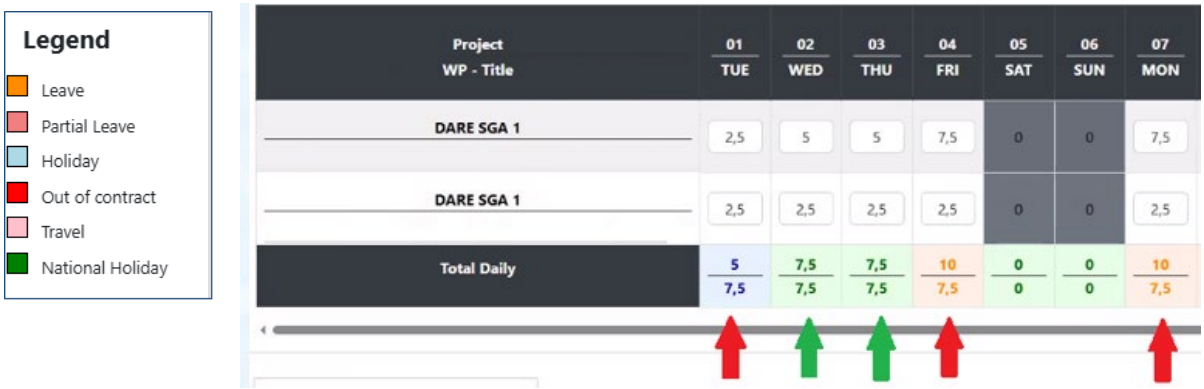
Project WP - Title	01 MAR.	02 MIÉ.	03 JUE.	04 VIE.	05 SÁB.	06 DOM.
Climateurope2 WP02 - Data and processes	0	0	0	0	0	0
RESULTADOS PROYECTOS ES TRAVELS -	0	0	0	0	0	0
DE_340-2 WP12 - Operation of Climate DT framework	0	0	0	0	0	0
Total Daily	0 7,5	0 7,5	0 7,5	0 7,5	0 0	0 0

5) How should I record my hours when traveling for multiple projects?

If you travelled for two projects (50% each) or multiple WPs, allocate the hours dedicated to each WP during the trip.
In case you have any doubts please contact Finance Projects.

6) What do the colours in the different TRS sections mean?

In addition to the Legend for special days:



- The total <u>at the end of the columns</u>:

Blue indicates that the entry has not been completed or that the total is less than 7.5 hours (or your daily working hours).
Orange indicates an excess and requires adjustment.
Green means it has been fully completed. For individuals who are not required to allocate all their time to projects, blue is acceptable.

- The total <u>at the end of the rows</u> (total hours per project):

Blue indicates less hours than estimated
Orange indicates more than estimated
Green means the estimate has been met.

Please note this is an estimate. In cases involving multiple projects, hours may be split. This serves only as a guideline based on planning, but the goal is to approximate the planned allocation as closely as possible.

Example to be revised:

7) Can I enter decimal hours?

Please enter time in full or half-hour increments only (e.g., 5.0 or 5.5).

Note: Part-time contracts may require using decimals other than 0.5

8) How frequently should I log into TRS 3.0 and allocate hours to the projects?

You must log in at least once per month. However, you may access the system as often as you like to record your hours (e.g., once a week, twice a month, etc.).

Automated reminder emails will be sent to help you stay on track.

9) I can see the projects and allocated hours, but I cannot enter daily hours. What should I do?

If the cells are blocked, Finance Projects must enable them so they can be completed.

10) What should I do in cases of extended leave and/or final departure from BSC?

Finance Projects must be informed so that the pending timesheets can be prepared and signed before the extended leave and/or final departure.

11) How do I report TRS 3.0 errors and determine whether to contact ISS or Finance Projects?

If you encounter technical issues, please contact ISS. Common types of issues include:

•Access issues: The website does not load even when you are in the office or with the VPN connected. You cannot register or login fails.

•Execution errors: The website displays an error when loading your timesheet or saving data.

If you experience any issues with your project effort assignment, please contact Finance Projects and your Manager. Common types of issues include:

•Unassigned timesheet: When you open your timesheet and no projects are assigned. Finance Projects must assign the projects and distribute your effort accordingly.

•Unusual or incomplete assignments: If you have questions about the projects assigned to you or notice that your monthly effort has not been fully allocated, please reach out to Finance Projects.

•Non-editable project: If a project in your timesheet appears locked or non-editable, it means Finance Projects has blocked it for you. Please contact them for assistance.

12) TRS 3.0: direct relationship with Travel Petition and Woffu

TRS 3.0 automatically imports information from travel requests to generate timesheets and assign trips to the corresponding days. In addition, it integrates with Woffu to import data on leaves, absences, and vacations, ensuring they are accurately reflected in the timesheets.

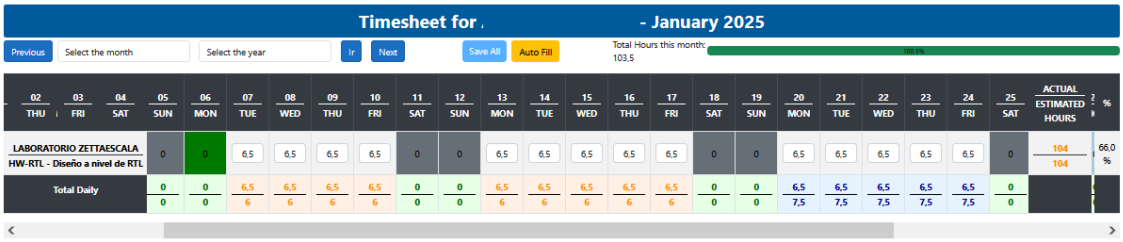
13) Do the hours allocated to projects affect my salary?

No, they do not. It is possible that a timesheet may show unassigned hours, but this has no impact on salary. Salary is determined by the employment contract and is not affected by timesheets.

14) I do not see the AUTOFILL button

That Auto Fill button only appears at the end of the month when you are assigned to a single project and a single Work Package.

Please note that AUTOFILL is not flawless and requires verification, particularly if there have been absences or changes in working hours during the month. For example:



In such cases, the hours must be entered manually.

15) Why can't I log in with my old credentials?

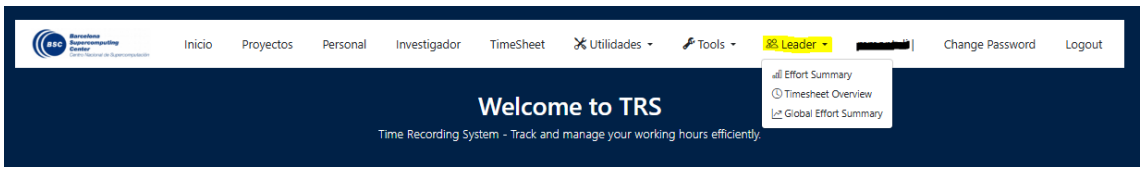
The new system is more personalized and requires an initial registration by clicking:

"Don't have an account? Register"

16) Group Leader: How can I see my team's allocations?

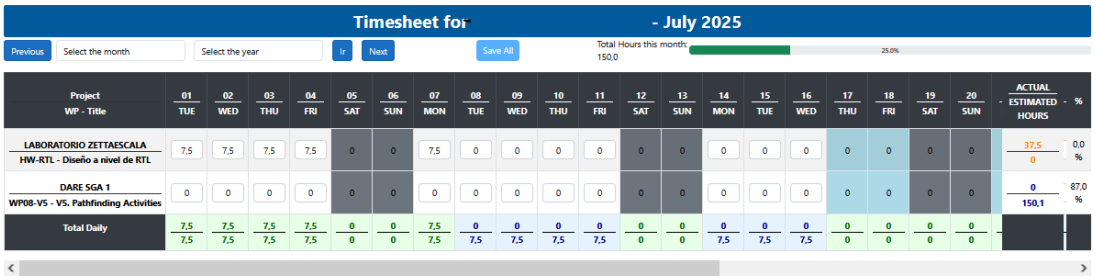
Group Leaders have an additional section within TRS called "Leader", where they can view team allocations. Currently, information is displayed through three different views:

"Effort Summary", "Timesheet Overview", and "Global Effort Summary.



17) A project appears with assigned hours but estimated hours are 0.

This is a remainder from a previous forecast. If you enter 0 and save, the line will disappear.



Timesheet for - July 2025

Previous | Select the month | Select the year | Ir | Next | Save All

Total Hours this month: 150,0 — 25.0%

Project WP - Title	01 TUE	02 WED	03 THU	04 FRI	05 SAT	06 SUN	07 MON	08 TUE	09 WED	10 THU	11 FRI	12 SAT	13 SUN	14 MON	15 TUE	16 WED	17 THU	18 FRI	19 SAT	20 SUN	ACTUAL ESTIMATED HOURS	%
LABORATORIO ZETTAESCALA HW-RTL - Diseño a nivel de RTL	7,5	7,5	7,5	7,5	0	0	7,5	0	0	0	0	0	0	0	0	0	0	0	0	0	37,5 0	0,0 %
DARE SGA 1 WP08-V5 - V5. Pathfinding Activities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 150,1	87,0 %
Total Daily	7,5 7,5	7,5 7,5	7,5 7,5	7,5 7,5	0 0	0 0	7,5 7,5	0 7,5	0 7,5	0 7,5	0 7,5	0 0	0 0	0 7,5	0 7,5	0 7,5	0 0	0 0	0 0	0 0		